

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

3300.27

8/28/81

AIRWAY FACILITIES POLICY ON PROMOTION OF WOMEN, MINORITY, SUBJ: AND HANDICAPPED EMPLOYEES

1. PURPOSE. This order establishes Airway Facilities policy concerning the selection and placement of highly qualified women, minority, and handicapped employees in higher level management positions. It reaffirms the practice of the Airway Facilities organization to support every aspect of the agency's affirmative action program and to assure that the goals and objectives of the agency's EEO programs are promulgated throughout the Airway Facilities organization.

2. DISTRIBUTION. This order is distributed to branch level in the Airway Facilities Service in Washington headquarters and in the regional Airway Facilities divisions; and to each sector office.

3. POLICY. It is the policy of the Airway Facilities organization that special attention be devoted by all Airway Facilities managers and supervisors to the selection and placement of highly qualified women, minority, and handicapped employees in our higher level supervisory/management positions. Program activities necessary to carry out this objective should include:

a. Identification of women, minority, and handicapped employees who display unusual talent and potential during early phases of their careers, and the provision of career counseling and guidance encouraging them to qualify for future management positions.

b. The full utilization and promotion of developmental and training programs to provide enhanced career opportunities for women, minority, and handicapped employees who demonstrate potential for higher level positions.

c. Encouragement of these individuals, during the identification process, to consider functional and geographic mobility opportunities in order to improve their skills and experience base.

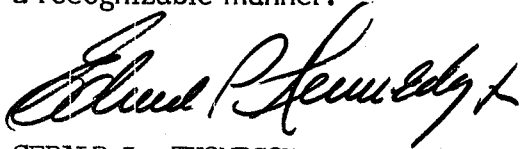
4. RESPONSIBILITIES.

a. A favorable management environment shall be provided throughout the Airway Facilities organization to support the career growth and development of women, minority, and handicapped employees.

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Initiated By: AAF-110

b. It is expected that all management/supervisory personnel in the Airway Facilities organization will support the agency affirmative action program in a recognizable manner.

A handwritten signature in black ink, appearing to read "Gerald L. Thompson", with a stylized flourish at the end.

GERALD L. THOMPSON
Director, Airway Facilities Service